SPRINGPORT FREE LIBRARY

LIBRARY USE CODE OF CONDUCT

Board Approved on 01/21/2026

PURPOSE:

The Springport Free Library and its facilities are to be used for library purposes only. Behavior that interferes with that use or is inconsistent with that use is not permitted.

POLICY:

Conduct will not be permitted if it is disruptive, disturbing or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the library by other patrons, or if it is inconsistent with the library's mission which is to provide the public with free access to books and other sources of information.

Expulsion from the library and or loss of library privileges, on a temporary or permanent basis, may result from violations of this policy.

EXAMPLES OF UNACCPTABLE ACTIVITIES:

- Engaging in loud conversation, screaming, yelling, or making any other noise that disturbs other library users.
- Sleeping, lying down, or engaging in activities that interfere with library use.
- Using, distributing, or being under the influence of drugs or alcohol.
- Using tobacco products or e-cigarettes on library grounds.
- Tampering with, altering, editing, or damaging computer hardware or software.
- Using audio equipment at a volume that is audible to others.
- Engaging in any kind of sexual activity or lewd behavior, or sexually harassing any other person.
- Entering staff areas by patrons, using meeting rooms without authorization: or improperly using stairwells, elevators, or other areas in and around library buildings.
- Soliciting in the library or on library property or distributing and or posting literature that has not been approved by the library administration.
- Committing any act that would violate any State, Federal or local laws, ordinances or regulations.

LOSS OF LIBRARY PRIVILEGES:

If a person violates this policy, that person may be restricted from the library or from the use of the library facilities. If the person has a library card, it will be revoked, which will also block access to library

online services. Those who are unwilling to leave, or who do not leave within a reasonable amount of time after being instructed to do so by the staff, may be subject to prosecution

BAN LETTER:

In cases where a person has been ordered to leave the library and library grounds due to activities violating this policy, the library director shall review the situation and determine if the individual should receive a letter banning them from the library and library grounds subject to arrest for trespassing for any violations. If the Director determines such a letter should be issued, it should be communicated to the individual by certified mail. If the person's address isn't known, the library will attempt service by a police officer. A copy will be sent to the sheriff's department fore it's records. All staff will be informed of banned individuals so they are aware of the need to call the police if the person enters the library grounds or the library building.

Any person whose library privileges have been revoked under this policy may make a written letter of request to the Library Director for reinstatement of privileges. Reinstatement of privileges may be conditioned on future compliance with this policy. Reinstatement of privileges will be at the sole discretion of the Library Director or his/her designee.

HISTORY:

Approved by the Board of Trustees

October 21, 2026